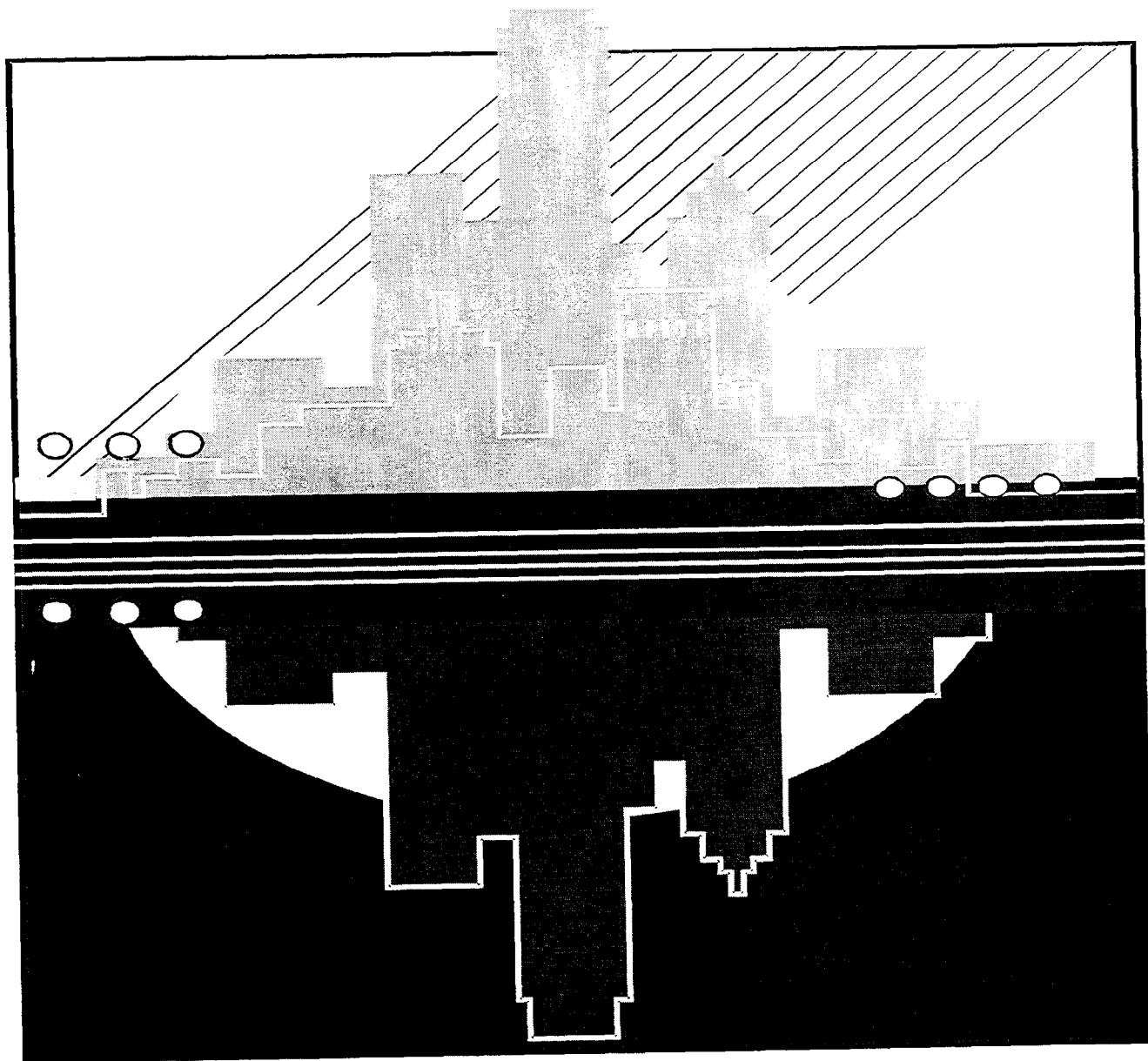
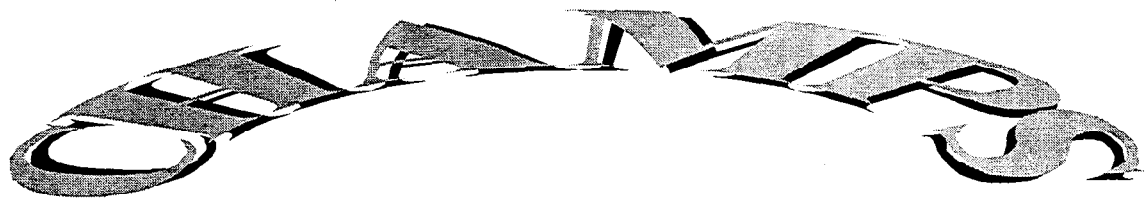


Appendix A: CHAMPS Manual



REQUIRED DATA ELEMENTS:**COMMON DATA:**

CREW CODE
 CREW CHIEF:
 REPORT #
 DATE
 JOB # (IF REQUIRED)

COSTS:

LOCATION: COMPLETE ADDRESS INFORMATION (AT LEAST ONE)

PLUS THE FOLLOWING:

<u>OPS CODE</u>	<u>UNITS</u>	<u>UNITS</u>	<u>CC (5)</u>	<u>SVRT</u>	<u>TICKET #</u>	<u>DISTANCE</u>
00	X	X	X			
04	X	X	X		X	X
05	X	X	X		X	X
06	X	X	X		X	X
07	X	X	X			
08	X	X	X		X	X
09	X	X	X	X		
10	X	X	X	X		
11	X	X	X			
12	X	X	X			
13	X	X	X			
14	X	X	X	X		
15	X	X	X	X		
16	X	X	X			
17	X	X	X	X		
18	X	X	X			
23	X	X	X			
24	X	X	X			
27	X	X	X			
28	X	X	X			
29	X	X	X			
30	X	X	X		X	X
31	X	X	X		X	X
32	X	X	X		X	X
33	X	X	X		X	X
34	X	X	X		X	X
35	X	X	X		X	X
36	X	X	X		X	X
37	X	X	X		X	X
38	X	X	X		X	X
39	X	X	X		X	X
99	X	X	X		X	X

DIVISION CREW CODES:

Crew codes, as defined in this document, is a three-part code used to identify a specific crew and is structured as follows:

<u>DIVISION NO</u>	<u>OPERATIONS CODE</u>	<u>CREW NO</u>
619	99	99

Division No:

619	Laterals, Mainline Construction, Preventive Maintenance
627	Lift Stations

Operations Code:

00	Training	
04	Lateral Replacement	
05	Lateral (NEW) Low Pressure	
06	Lateral (NEW)	
07	Main Line Construction	
08	Rapid Response	
09	Jets & Combination Machines	*
10	Rodder	*
11	Off Street	
13	Right-of-Way Mowing	
14	T.V.	*
15	Herbicide	*
16	Cleaning / Inspection MH	
17	Inspections	*
18	Checking for Connections to CMUD	
23	Reworking Laterals Installed by Contractors	
24	Reworking Main Lines Installed by Contractors	
27	Lift Station Preventive Maintenance	
28	Right-of-Way Maintenance	
30	Repair / Main Line	
31	Repair / Lateral	
32	Repair / MH	
33	Backwater Valve Installation	
34	Inflow/Infiltration	
35	Maintenance / Low Pressure	
36	Repair / Low Pressure Main	
37	Repair / Low Pressure Lateral	
38	Repair / Low Pressure Box	
39	Flush / Low Pressure Lines	
99	Emergency	

Crew No:

- Each Crew Chief is assigned a unique Crew No. which they use in combination with the above codes specifically identify the type of operation which his crew is performing. Operations Code "99" is used

to signify that the crew is performing an emergency service which should be cost out separately from their routine operations. * ***-These operations affect cleaning cycles.***

UNITS:

<u>OPERATIONS CODES</u>	<u>UNITS</u>	<u>VALID RANGE</u>
00	HOURS	0001 - 0016
04	LOCATION	0001 - 0001
05	LOCATION	0001 - 0001
06	LOCATION	0001 - 0001
07	FOOTAGE (linear)	0000 - 0350
08	LOCATION	0001 - 0001
09	FOOTAGE (linear)	0001 - 5000
10	FOOTAGE (linear)	0001 - 3500
11	FOOTAGE (linear)	0001 - 2500
13	FOOTAGE (linear)	0001 - 15000
14	FOOTAGE (linear)	0001 - 2500
15	FOOTAGE (linear)	0001 - 3000
16	LOCATION	0001 - 0050
17	LOCATION	0001 - 0001
18	LOCATION	0001 - 0001
23	LOCATION	0001 - 0001
24	LOCATION	0001 - 0001
27	LOCATION	0001 - 0001
28	LOCATION	0001 - 0001
30	LOCATION	0000 - 0005
31	LOCATION	0000 - 0005
32	LOCATION	0000 - 0010
33	LOCATION	0001 - 0001
34	LOCATION	0001 - 0001
35	LOCATION	0001 - 0001
36	LOCATION	0001 - 0001
37	LOCATION	0001 - 0001
38	LOCATION	0001 - 0001
39	LOCATION	0001 - 0001
99	LOCATION	0001 - 0001

In the event, a value is entered which exceeds the valid range established above, the transaction will be rejected and the "Units" field flagged by reverse video on the VDT.

"Total Laterals Installed" is a field used to capture the number of laterals that are installed during the workday. In those instances where work is begun on a lateral but is not completed during the workday, an asterisk (*) is to be placed in the first position of the distance field. The number of addresses on the Job Report for lateral installation must not exceed the "Total Laterals Installed". The "Total Laterals Installed" may be between zero (if none were completed that day) and the total number of addresses (up to 10 allowed per report).

For computational reasons, the zero will be changed to a "1" in order to compute the "Cost of Work" for that address. However, a "1" will not be added to the accumulator of YTD Laterals Installed for that Crew Code.

CONDITION CODES:

- | | |
|--------------------------------|-------------------------------------|
| 1. PRIVATE TROUBLE | 51. PRIVATE PROPERTY DAMAGE |
| 2. NOTHING FOUND | 52. LANDSCAPING |
| 3. MAIN LINE BLOCKAGE | 53. OVERFLOW (SSO) |
| 4. MAIN LINE DAMAGED BY OTHER | 54. OVERFLOW REPORTED TO STATE |
| 5. LATERAL FLAT | 55. |
| 6. INACTIVE * | 56. |
| 7. LATERAL DAMAGED BY OTHER | 57. REPAIR: MAIN LINE SERVICE ORDER |
| 8. MH DAMAGE | 58. REPAIR: LATERAL SERVICE ORDER |
| 9. MH TOO HIGH/LOW | 59. REPAIR: MH SERVICE ORDER |
| 10. ROOTS | 60. |
| 11. GREASE | 61. |
| 12. SAND/SILT | 62. COMPRESSOR MAINTENANCE |
| 13. RAGS/PAPER/PLASTIC | 63. |
| 14. ROCKS/BRICKS/DEBRIS | 64. SERVICE OF EQUIPMENT |
| 15. WIRE/CABLE/STRING | 65. WATER LEAK |
| 16. WOOD/STICKS/LEAVES | 66. ELECTRICAL MAINTENANCE |
| 17. INSECTS | 67. PUMP MAINTENANCE |
| 18. RODENTS | 68. MOTOR MAINTENANCE |
| 19. REASON: UNDETERMINED | 69. SOLID MH COVER INSTALLED |
| 20. POISONOUS GASES | 70. CREEK CROSSING WORK |
| 21. EXPLOSIVE/FLAMMABLE GASES | 71. TREE CUTTING WORK |
| 22. ODOR | 72. FLOW MONITORING |
| 23. BUILDING BACK-UP/NO DAMAGE | 73. POWER FAILURE |
| 24. HOUSE LOWER THAN MAIN LINE | 74. MECHANICAL FAILURE |
| 25. BUILDING BACK-UP/DAMAGE | 75. HIGH WATER |
| 26. STORM/FLOOD BACK-UP | 76. STATION FLOODED |
| 27. EROSION DAMAGE | 77. GENERATOR ACTIVATED |
| 28. SEWER LEAK | 78. CUTTING PAVEMENT |
| 29. SEPTIC TANK PROBLEM | 79. BORING |
| 30. | 80. NORMAL DIGGING: SOIL |
| 31. ILLEGAL DISCHARGE | 81. WATER SOAKED: SOIL |
| 32. SINK OVER LATERAL | 82. HARD DIGGING: SOIL |
| 33. ACTIVE * | 83. ROCK EXCAVATION |
| 34. OFF-SET/CRACKED/CRUSHED | 84. CUT DEPTH (0' - 6') |
| 35. WORK PENDING | 85. CUT DEPTH (6' - 12') |
| 36. WORK COMPLETE | 86. CUT DEPTH (12' - OVER) |
| 37. DEAD END LINE | 87. CAST IRON PIPE |
| 38. INFLOW | 88. ORNGBRG/TERRA COTTA PIPE |
| 39. INFILTRATION | 89. VITRIFIED CLAY PIPE |
| 40. ANOTHER DEPTs PROBLEM | 90. SMOKE TEST |
| 41. REFERRED TO STREET DIV | 91. DYE TEST |
| 42. REFERRED TO WATER DIV | 92. LATERAL BLOCKAGE |
| 43. REFERRED FROM ULOCO | 93. LATERAL CUT |
| 44. VACTOR ONLY | 94. TV TEST |
| 45. NIGHTS ONLY | 95. LATERAL EXTENDED |
| 46. SINK OVER MAIN LINE | 96. LATERAL REPLACED |
| 47. CAVE IN | 97. MH COVER OFF/RATTLING |
| 48. MAIN LINE FLAT | 98. AERIAL CROSSING DOWN |
| 49. MAIN LINE CUT | 99. OUTFALL COLLAPSE |
| 50. VANDALISM | * RESTRICTED CODES |

In order to collect data for the report (Connected / Not Connected Laterals Report), the following Condition Codes may **only** be used in conjunction with Operations Code "18" (Checking for Connections to CMUD):

06	INACTIVE
33	ACTIVE

The following Condition Codes should also be included in order to enable us to determine which kind of test was performed:

90	SMOKE TEST
91	DYE TEST
94	TV TEST

Severity Code:

0	NOT MUCH
1	LESS THAN USUAL
2	NORMAL AMOUNT
3	ALMOST BLOCKED
4	BLOCKAGE

CODES:

STREET NAME:

Spell out alphabetic names completely, e.g. Tuckaseegee; maximum of 20 characters. Use alphanumeric names of numbered streets, e.g. 4th, 22nd, 33rd, etc.

STREET DIRECTION:

N = NORTH
S = SOUTH
E = EAST
W = WEST

OFF-STREET DIRECTION:

N = NORTH
S = SOUTH
E = EAST
W = WEST

STREET TYPES:

AL = ALLEY	HY = HIGHWAY	TL = TRAIL
AV = AVENUE	LN = LANE	TR = TERRACE
BV = BOULEVARD	LP = LOOP	WY = WAY
CR = CIRCLE	PL = PLACE	
CT = COURT	PY = PARKWAY	
CV = COVE	RA = RAMP	
DR = DRIVE	RD = ROAD	
EP = EXPRESSWAY	RN = RUN	
EX = EXTENSION	RW = ROW	
FR = FREEWAY	ST = STREET	

JURISDICTION CODES:

ME = 0 = MECKLENBURG COUNTY
CH = 1 = CHARLOTTE
DA = 2 = DAVIDSON
CR = 3 = CORNELIUS
PI = 4 = PINEVILLE
MA = 5 = MATTHEWS
HU = 6 = HUNTERSVILLE
MH = 7 = MINT HILL

NO CONDITION CODE AVAILABLE:

You may run into some situations or problems for which no condition code is shown in the condition code table. In this event, enter the condition code "02" NOTHING FOUND in the condition code column. The reason "NOTHING FOUND" must be entered is because the condition code is a required data element and reports cannot be entered without a code. You may explain the reason for this condition code under the "ADDITIONAL INFORMATION" section. You should make every attempt to choose the appropriate condition code in order that we may have a record of the field conditions, which you have encountered.

TRAINING SESSIONS:

If you attend, any training sessions use the following code to indicate that:

i.e.	DIV NO	00	RADIO NO
	619	00	99
	627	00	99

Under "House/Block No." and "Street Name", enter the address of the location where the training was held. Under "Units", enter the number of hours that you spent in training. Under "Condition Codes", enter the code "02" NOTHING FOUND. The reason for this code is as stated above.

STREETS WHERE NO HOUSE/BLOCK NUMBER CAN BE FOUND:

All streets in Mecklenburg County have been numbered. There are some problems with the smaller towns. If you cannot find a number, and you have tried, come into the office and we will make every attempt to establish where it is that you have been from one of the maps available. The "House/Block No." is a required field.

OFF-STREET LOCATION CODES:

Off Street Cleaning Crews and most other cleaning crews will frequently work on sewer lines, which run off street. For example, an off street line might be located near 1123 South Tryon St. The line could be going east. This is how this segment of line would be coded on our job report: 1100 S TRYON ST E. This tell us that there is an off street line in the 1100 block of South Tryon Street which we cleaned in an easterly direction. The "OS" indicates the line runs off street and the direction that it runs in. Note: that we only use the main points of the compass, N, S, E, W. If the line intersects (crosses) another street and perhaps changes direction, another block, street, and/or off street direction should be recorded and the new direction indicated. Use your compass at all times to determine the OS directions!

CREW CODE COMBINATION**"00" TRAINING**

6190001
6190002
6190003
6190004
6190005
6190007
6190011
6190012
6190013
6190026
6190028
6190050
6190051
6190052
6190053
6190054
6190055
6190056
6190057
6190058
6190059
6190060
6190061
6190075
6190076
6190077
6190078
6190079
6190080
6190081
6190082
6190083
6190084
6190085

**"04" LATERAL
REPLACEMENT**

6190411
6190412
6190413

6190426
6190428
6190453
6190460
6190461
6190477

**"05" LATERAL
INSTALLATION (NEW) LOW
PRESSURE**

6190561

**"06" LATERAL
INSTALLATION**

6190611
6190612
6190613
6190626
6190628
6190653
6190660
6190661
6190677

**"07" MAIN LINE
CONSTRUCTION**

6190711
6190712
6190713
6190726
6190728
6190753
6190760
6190761
6190777

"08" EMERGENCY

6190851
6190875
6190883
6190884
6190885

"09" JET

6190951
6190954
6190956

6190975
6190979
6190980
6190981
6190983
6190984
6190985
6190989

"10" RODDER

6191055
6191058
6191078
6191082

"11" OFF-STREET

6191150
6191157

"13" R-O-W MOWING

6191359

"14" TV

6191452
6191476

"15" HERBICIDE

6191552

"16" INSPECTING MH

6191601
6191602
6191603
6191604
6191605
6191607
6191611
6191612
6191613
6191626
6191628
6191650
6191651
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6191676
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6191678
6191679
6191680
6191681
6191682
6191683
6191684
6191685

"17" INSPECTIONS

6191701
6191702
6191703
6191704
6191705
6191707
6191711
6191712
6191713
6191726
6191728
6191750
6191751
6191752
6191753
6191754
6191755
6191756
6191757
6191758
6191759
6191760
6191761
6191775
6191776
6191777
6191778
6191779
6191780
6191781
6191782
6191783
6191784

6191785

**"18" CHECKING
CONNECTIONS**

6191801
6191802
6191803
6191804
6191805
6191807
6191811
6191812
6191813
6191826
6191828
6191850
6191851
6191852
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6191861
6191875
6191876
6191877
6191878
6191879
6191880
6191881
6191882
6191883
6191884
6191885
6192185

**"23" REWORKING LATERALS
INSTALLED BY
CONTRACTORS**

6192311
6192312
6192313
6192326
6192328
6192350
6192353
6192360

6192361
6192377

**"24" REWORKING MAIN
LINES INSTALLED BY
CONTRACTORS**

6192411
6192412
6192413
6192426
6192428
6192450
6192453
6192460
6192461

"27" LIFT STATION

6192756
6272706
6272741
6272742
6272743
6272744
6272745

"28" R-O-W MAINTENANCE

6192859

"30" REPAIR: MAIN LINE

6193011
6193012
6193013
6193026
6193028
6193050
6193053
6193060
6193061
6193077

"31" REPAIR: LATERAL

6193111
6193112
6193113
6193126
6193128
6193150

6193153
6193160
6193161
6193177

"32" REPAIR: MH

6193211
6193212
6193213
6193226
6193228
6193250
6193253
6193260
6193261
6193277

**"33" BACKWATER VALVE
INSTALLATION**

6193302
6193304
6193308

"34" INFLOW/INFILTRATION

6193405
6193411
6193451
6193475
6193484

**"35" MAINTENANCE / LOW
PRESSURE**

6193561

**"36" REPAIR / LOW
PRESSURE MAIN**

6193661

**"37" REPAIR / LOW
PRESSURE LATERAL**

6193761

**"38" REPAIR / LOW
PRESSURE BOX**

6193861

**"39" FLUSH LOW
PRESSURE LINES**

6193961

"99" EMERGENCY

6199901
6199902
6199903
6199904
6199905
6199907
6199950
6199951
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6279906
6279941
6279942
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6279944
6279945